
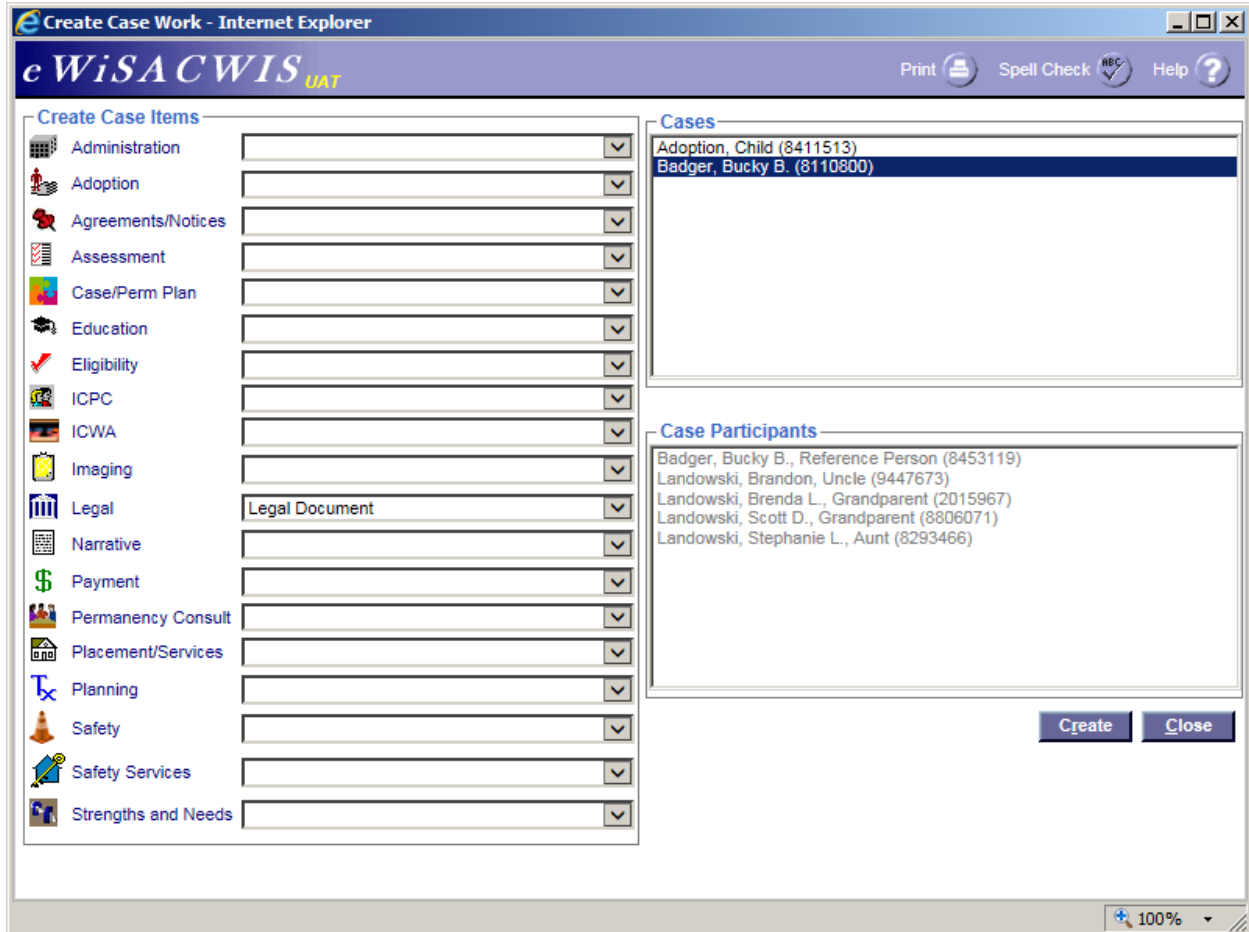


Creating a Legal Document

Note: In order to create a Legal Document, an assignment to the case is needed.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Legal Document from the Legal drop-down. Select the appropriate Case and click Create. This will open the Legal Documentation page.



Create Case Work - Internet Explorer

eWiSACWIS UAT

Print Spell Check Help

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal **Legal Document**
- Narrative
- Payment
- Permanency Consult
- Placement/Services
- Planning
- Safety
- Safety Services
- Strengths and Needs

Cases

- Adoption, Child (8411513)
- Badger, Bucky B. (8110800)**

Case Participants

- Badger, Bucky B., Reference Person (8453119)
- Landowski, Brandon, Uncle (9447673)
- Landowski, Brenda L., Grandparent (2015967)
- Landowski, Scott D., Grandparent (8806071)
- Landowski, Stephanie L., Aunt (8293466)

Create Close

100%

3. On the Legal Documentation page, the Case Name and Worker name will pre-fill at the top of the page. Select the appropriate value for the document that you want to create from the Document drop-down and the Legal Action drop-down.
4. Court refers to the type of court this case will be heard at. Court 2 refers to the county of jurisdiction. The Court Number in most cases (unless the court number was not entered on Legal Action) is a drop-down value. Select the Court Number that coincides with the action you are taking. By selecting the Court Number from the drop-down list, the Tribal Contact, Judge, Commissioner, and Branch will pre-fill with the information that was entered on Legal Action. The Tribal Contact, Judge, Commissioner, and Branch can be updated at anytime.
5. In the Case Participant and Collaterals group box, it is important to identify the Legal Guardians of the child and the Child whom this document pertains to. The Role in the Document section has drop-down values from which to select. Roles will determine how the system will pre-fill items in the text document.
6. The Text hyperlink next to the Document drop-down will open the text document.
7. When the Legal Document is finished, click on Options, select Approval, and click Go. You need to approve all Legal Documents and submit them for supervisory approval.

The screenshot shows the 'eWiSACWIS' web application running in a 'Windows Internet Explorer' browser window. The page title is 'Legal Documentation - Windows Internet Explorer'. The application header includes the 'eWiSACWIS' logo and navigation links for 'TM', 'Print', 'Spell Check', and 'Help'.

The main form is divided into two sections:

- General Information:** This section contains several fields:
 - Case:** Bucky B. Badger
 - Worker:** Weber, Jenny
 - Document:** A drop-down menu showing 'Relative Caregiver Licensing Decision' with a 'Text' link next to it.
 - Legal Action:** A drop-down menu showing 'CHIPS Petition'.
 - Court:** A drop-down menu showing 'Circuit'.
 - Court 2:** A drop-down menu showing 'Dane County Circuit Court,Dane County'.
 - Court Number:** A drop-down menu.
 - Tribal Contact:** A drop-down menu.
 - Judge:** A text input field.
 - Commissioner:** A text input field.
 - Branch:** A text input field.
- Case Participant and Collaterals:** This section contains a table with two columns: 'Name' and 'Role in the Document'.

Name	Role in the Document
Badger, Bucky	N/A
Badger, Lacey	N/A
Badger, BabyBoy B., Jr.	Child
Badger, BabyGirl B.	N/A
Badger, Girl	N/A

At the bottom of the form, there is an 'Options:' drop-down menu, a 'Go' button, and 'Save' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', a green checkmark for 'Trusted sites', and a zoom level of '100%'.